

## **Policy 047: Student Progression and Achievement**

### **1. Purpose and Scope**

1.1 This policy defines the achievement requirements for progression between FHEQ Levels on the BA (Hons) Music Industry Practice programme.

1.2 This policy explains the rationale behind the criteria for progression, and outlines ACM's approach to providing all students the opportunity to succeed in their degree studies.

1.3 This policy relates to Higher Education (HE) Middlesex University validated provision.

### **2. Policy Statement**

This policy has been put in place to give students every opportunity to succeed. ACM endeavours to make clear to students the criteria for progression between FHEQ Levels, and the processes implemented should these criteria not be met.

ACM emphasises the positive implications of this policy, such as providing students with the opportunity to complete their studies with a flexibility of pace where appropriate.

This policy makes clear that students with modules outstanding due to approved extenuating circumstances, particularly between Foundation Year and FHEQ Level 4, may be not be subject to the progression criteria outlined below.

#### **Progression Criteria**

2.1 Students are required to have successfully achieved a minimum of 75 credits per FHEQ Level in order to progress to the subsequent Level. This is defined as progression from Level 4 to Level 5; Level 5 to Level 6; and Level 6 to completion of an Honours Degree (360 credits).

Students are required to have passed the Foundation Year (Level 0) in order to progress to FHEQ Level 4.

2.2 If a student has up to or above 60 credits (50% per each FHEQ Level) outstanding at the end of an FHEQ Level, progression to the subsequent Level will not be granted until they have fulfilled the achievement requirements defined in point 2.1

2.3 Where a student progressing from Level 6 to completion of a Bachelor's Degree has obtained between between 240 and 270 credits, or between 300 and 330 credits, an exit award of a Diploma of Higher Education (DipHE), or Unclassified Degree (BA OD), respectively, may be awarded in agreement with ACM's Student Progression and Achievement Board and through confirmation by ACM's Finalist Examination Board.

2.4 Where a student's attendance fails to meet the minimum required to meet the learning outcomes of the module as published in the module or programme handbook, the student

may be excluded from the assessment and an 'X grade' may be applied module. This is stipulated in section C2.2 of the Middlesex University Regulations.

2.5 If an 'X grade' is awarded, the student may have the opportunity of an entire module retake with permission from the Group Head of Education, without grade penalty.

### **Grade Compensation**

2.6 Any grades eligible for compensation will be awarded as such in line with the Middlesex University regulations, section E8. These are awarded and confirmed via recommendations endorsed by the Student Progression and Achievement Board.

2.7 A fail grade is identified as 39 or lower, with grades eligible for compensation being those between 30 and 39.

2.8 At Foundation Level and FHEQ Level 4, a maximum of 30 credits will be compensated at the earliest opportunity, i.e before the reassessment opportunity. A maximum of an additional 30 credits may be compensated under extenuating circumstances.

2.9 At FHEQ Level 4, where more than 30 credits have a fail grade of 39 or below, the Student Progression and Achievement Board may award compensation to a maximum of 30 credits. All additional credits outstanding will require reassessment.

2.10 At FHEQ Levels 5 and 6, a maximum of 30 out of 240 credits awarded over the two levels may be compensated, at the discretion of the Student Progression and Achievement Board. A maximum of an additional 30 credits may be compensated where it is satisfied that the relevant learning outcomes have been met elsewhere.

2.11 At FHEQ Levels 5 and 6, compensation will be awarded at the earliest opportunity when all reassessment opportunities have been exhausted.

2.12 At FHEQ Levels 5 and 6, compensation should not normally be granted where opportunities for reassessment are available, unless a student's progression to a subsequent level would be delayed due to undertaking reassessment. Research modules delivered and completed at FHEQ Level 6, or those which require summative assessment through completion of a dissertation are not permitted to be considered through compensation of grades 30 - 39.

### **Middlesex Regulations, Section E8: Maximum Compensation Permitted**

FHEQ Level	Normal Maximum Compensation	Exceptional Maximum Compensation
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3 'foundation stage'	30 credits	30 credits
4 'certificate stage'	30 credits	60* credits
5 'diploma stage'	30 credits maximum from across the two stages, with compensation at the first available opportunity	An additional 30 credits maximum from across the two stages with compensation at the first available opportunity, totaling a maximum of 60 credits compensatable across level 5 and 6 with ECs
6 'degree stage'		

\* relevant learning outcomes have been met (E8.1.2)

\*\* student has extenuating circumstances (E8.1.3 note (ii))

### Extended Resit Periods (ERP)

2.13 In an instance of non-progression due to failure to meet the achievement requirements, a student will be required to complete an extended resit period to take place over the course of one trimester (12 weeks). Students are not limited to the amount of ERP arrangements that they may have during their period of study to ensure they are able to adequately complete their programme of study.

### Maximum Length of Registration

2.14 Section A2 of the Middlesex University regulations stipulates that the maximum length of registration (or maximum candidature) is 6 years for full-time undergraduate courses, including periods of intermission.

2.15 ACM ensures that all students who are required to complete an extended resit period can do so without exceeding their maximum length of registration.

### Module Retakes

2.16 A module retake is the term used for a 'third attempt' at a module. This occurs when a student has already had two unsuccessful attempts or hasn't engaged with the previous two attempts, without approved extenuating circumstances.

### Students At Risk

2.17 Where a minimum of 15 credits is left outstanding at the end of an FHEQ level, a student will be identified as 'At Risk.' A student's 'At Risk' status will be approached considering varying levels of Risk and the need for enhanced and longitudinal support dependent on how many credits a student has outstanding. ACM staff work with the student in question, in a supportive and collaborative arrangement to ensure the student has access to the salient information and appropriate support within ACM.

2.18 A student will to be considered remain 'At Risk' until all outstanding assessments have been successfully completed.

### Individual Learner Agreements (ILA)

2.19 Students At Risk may be required to sign an Individual Learner Agreement devised in collaboration with the relevant Programme support staff.

2.20 The agreement will detail assessment and attendance requirements, including deadlines for all outstanding assessments and any reasonable adjustments, if applicable, which may be made regarding assessment deadlines or assessment arrangements.

2.21 ACM staff will support the student in satisfying the terms of the agreement, and will ensure the student has access to any relevant and necessary academic support.

2.22 Failure to adhere to the conditions of the Individual Learner Agreement by the review date will result in the student being required to undertake an Extended Resit Period (see point 2.15).

### **Financial Implications**

2.21 ACM will ensure all students receive transparent, comprehensive advice on the financial implications of undertaking an extended resit period.

2.22 Students are advised to seek independent advice from Student Finance England before deciding to complete an extended resit period.

2.23 A change of circumstance for Finalists Deferred in need of completing an extended resit period will be lodged with Student Finance England. ACM staff are responsible for informing Student Finance England of the specific Change of Circumstances (COC) through completion of the relevant documentation. This will be for a period of either one or two terms, depending on whether they have 30 or 60 credits outstanding, respectively.

## **3. Responsible Parties**

- 3.1 The policy lead is responsible for the cyclical monitoring and review of the policy in liaison with the Quality Assurance and Enhancement Manager. The Student Progression and Achievement Policy lead is:
- Student Engagement Manager

3.2 Decisions and appropriate actions in support of the implementation of the Policy will be authorised by the following designated staff:

- Group Head of Education
- Heads of Education
- ACM Student Finance Staff
- Student Support Officers
- Head of Student Services
- Head of Quality and Student Experience

## **4. Reference Points**

### **4.1 Internal:**

- Learning Teaching and Assessment Policy
- Quality Assurance and Enhancement Policy
- Fitness to Study Policy

- Finance Policy
- Reasonable Adjustments Policy (to be approved)
- Equality and Diversity Policy
- Student Progression and Achievement Board Reports
- Finalist Exam Board Reports
- Individual Learner Agreement Form

#### **4.2 External:**

- Middlesex University Regulations
- Higher Education Research Act (HERA), 2017
- QAA Quality Code, Chapter B5: Student Engagement

### **5. Date of Approval and Next Review**

Version: 1.0

Approved on:

Approved by: Academic Board

Next Review: 01 Aug 2019